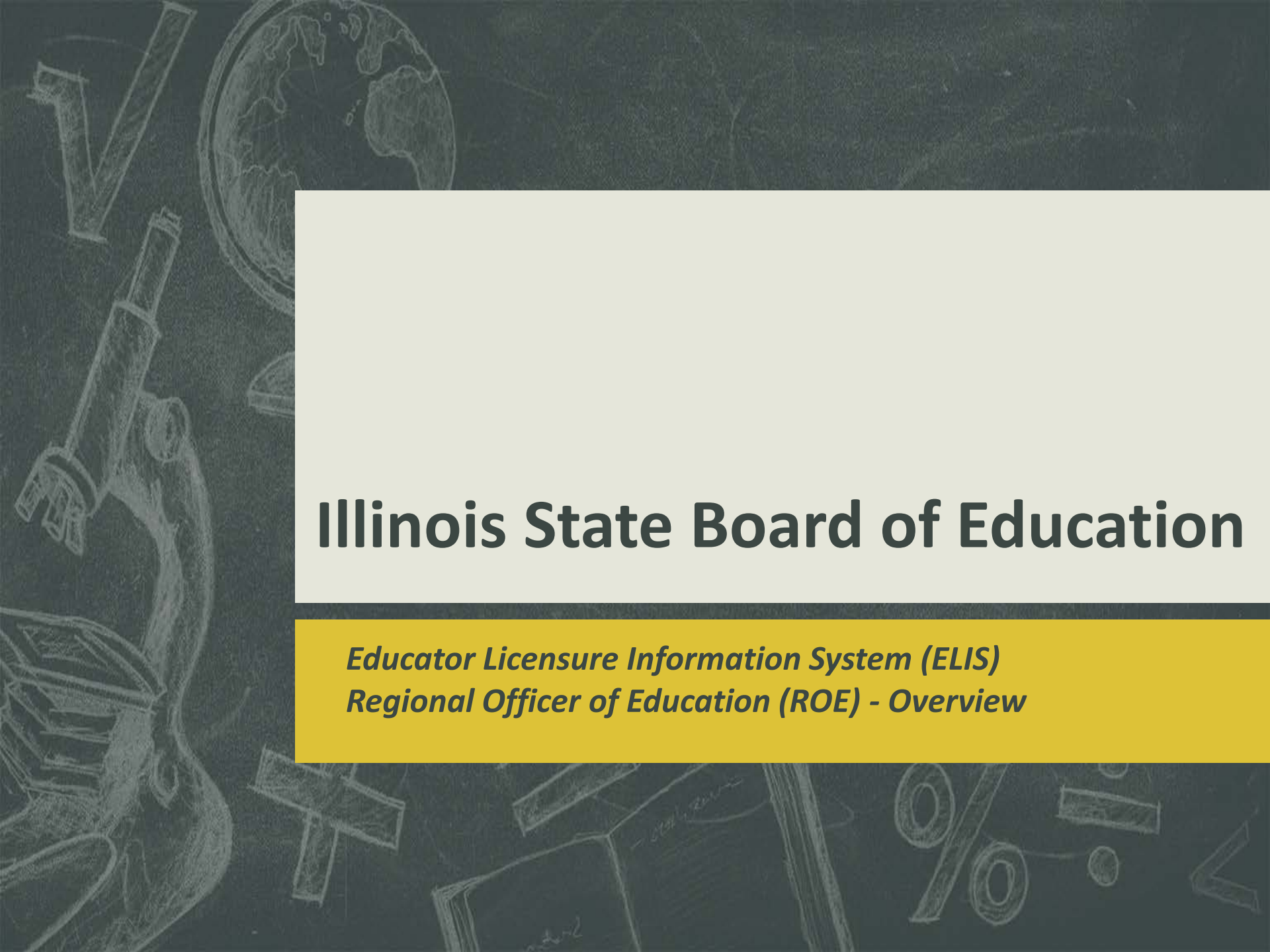


The background is a dark chalkboard with various white chalk sketches. In the top left, there's a large 'V' and a globe. Below the globe is a microscope. In the bottom left, there's a stack of books. In the bottom right, there are mathematical symbols like a percentage sign, an equals sign, and a less-than sign. The text is centered on the board.

Welcome!

Our presentation will start soon.

*Educator Licensure Information System (ELIS)
Regional Officer of Education (ROE) - Overview*

The background is a dark chalkboard with various white chalk sketches. On the left, there's a large sketch of a microscope. Above it, a globe is visible. In the bottom left, there's a sketch of a person's head and shoulders. In the bottom right, there are sketches of mathematical symbols like a percent sign, an equals sign, and a less-than sign, along with some geometric shapes like a cross and a rectangle.

Illinois State Board of Education

*Educator Licensure Information System (ELIS)
Regional Officer of Education (ROE) - Overview*

Notice – This Webinar Is Being Recorded!

- This webinar is being recorded for future informational purposes
- Please do not provide any employee, personal, or vendor information
- The recording of the webinar will be located at the following web address:
<http://www.isbe.net/certification/default.htm>

Webinar Tips

- Please note, the subject matter of this webinar is a How To on the functions of ELIS. Trainings on licensure rules will be provided at a later date

Webinar Tips

- Tips for Listening
 - Computer speakers
 - Headset connected to a computer
 - Telephone

Webinar Tips

- Question and Answer

- Question and answer session will be held at the end of the webinar
- Type in your question and hit submit
- All text questions are logged
- Text questions will be posted in a Q&A document after the webinar

- Troubleshooting

- If you are disconnected from the webinar at any time you can click the link that was provided to you in your e-mail, or you can re-register for the webinar to gain access

Agenda

- Welcome and Introductions
 - Key Team Members
- Background
 - Why the upgrade?
 - What is ELIS?
 - Benefits?
- ROE role - Accessing ELIS through IWAS (ISBE Web Application Security)
 - Creation of account
 - Accessing ELIS
- Educator Role - Accessing ELIS through IWAS for Educators (ISBE Web Application Security)
 - Creation of account
 - Accessing ELIS
 - Educator Home Screen/Notifications
- ROE Home Page
- Search Screen

Agenda

- Educator Menu
 - Credentials
 - Letters
 - Degrees
 - Background
 - Testing
 - Images
 - Fees
 - History
 - Notes
 - Assignments
 - Salary
 - Professional Development
 - Employment Information
 - Substitute Information
 - Historical Data

Agenda

- ROE Reports
- Educator role
 - Applying for a License, Endorsement, or Approval
 - Renewals
 - Reinstatement
- Help/FAQ
- Questions/Comments

Welcome and Introductions

- ISBE Key Team Members

- Don Evans - Chief Operating Officer and Director of Human Resources
- Peter Godard – Chief Performance Officer
- Kellee Sullivan – Division Administrator, Educator Licensure
- John Shake – Division Administrator, Information Technology
- Vicki Phillips – Division Administrator, Preparation and Evaluation

- Presenter

- Travis Matthews – ELIS Subcontractor Staff – Hupp Information Technologies

Background

- Background – Why the upgrade?
 - Public Act 96-0107, the P-20 Longitudinal Education Data System Act : requires ISBE to establish a data warehouse that includes an educator identifier system with the ability to match educators to students
 - Combining ECS and TCIS into one system
 - Linking of data to ensure local educational agencies employ appropriately credentialed educators, in a timely manner
 - Reduce paper and manual processes

Background

- Background – What is ELIS?
 - Educator Licensure Information System
 - Allows all ISBE associated roles (Educators, Administrators, District Employees, Licensure Officers, ROE's, Public) to operate in one system
 - Educators may apply and maintain their credentials online via ELIS
 - Districts may view information on their educators, upload educator evaluation information, authorize approvals, and more via ELIS
 - Licensure Officers may entitle their candidates for ISBE credentials via ELIS

Background

- Background – Benefits?
 - Support districts in accurately characterizing the performance of teachers and administrators
 - Benefit institutions of higher education that prepare educators to fill positions requiring an ISBE credential
 - Provide timely and accurate information for state and federal reporting and other purposes
 - Provide educators with a clear and streamlined process to apply for and maintain their credentials

Accessing ELIS through IWAS

- ELIS will be accessed through the IWAS sign on system
- IWAS stands for ISBE Web Application Security
- IWAS is a single sign on system that allows ISBE partners to access multiple systems with only one set of login information
- This is a new process for the majority of you
- Login and password information will be provided to each regional office; please remember to change your password the first time you login
- In order to access ELIS via IWAS, please use the following steps

Accessing ELIS through IWAS



The screenshot shows the Illinois State Board of Education website. The header features the ISBE logo, the name "Illinois State Board of Education", and the names of the Chairman and State Superintendent. A navigation menu includes links for Site Map, Forms, Funding Opportunities, **IWAS** (highlighted with a red box), ECS, FRIS Inquiry, Employment at ISBE, and Division & Program Areas. Below the navigation menu is a search bar and a link to "Send ISBE a file". The main content area is divided into five columns, each with a header image and a list of links.

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Gery J. Chilco, Chairman
Dr. Christopher Koch, State Superintendent

Site Map | Forms | Funding Opportunities | **IWAS** | ECS | FRIS Inquiry | Employment at ISBE | Division & Program Areas

Search ISBE [Send ISBE a file](#)

ISBE Info	Parents/Students	Teachers/Administrators	Illinois Schools	Learning Standards
ISBE Agency Info Agency Programs Board Budget Division Descriptions Division Links Employment Gov't Relations Rules / Waivers Task Forces & Committees	A-Z Index Career & Tech Ed Charter Schools Early Childhood English Language Learning Homeless Home Schooling School Health School Information Special Education Transportation	Administrator A-Z EIS / SIS Innovation & Improvement Learning Supports Nutrition Programs Teacher A-Z Educator Licensure Preparation & Evaluation ROE Information	Schools A-Z eReport Cards General State Aid IL Honor Roll IL School Code Interactive Report Cards Race to the Top Reports & Statistics Response to Intervention (Rti)	Adequate Yearly Progress (AYP) Assessment and Test Information Common Core- Math and ELA Illinois Learning Stds NCLB Next Generation Science Stds Public School Recognition

Accessing ELIS through IWAS

File Edit View Favorites Tools Help



Illinois State Board of Education

Gery J. Chico, Chairman Christopher A. Koch, State Superintendent

I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

[ISBE Home](#)

[Home](#)

[Sign Up Now](#)

[Get Password](#)

[Contact Us](#)

[Help](#)

[IWAS User Guide](#) 

[IWAS Training Video](#)

Already have an account? Login Here :

Login Name

Password

☐ Remember Login Name

LOG IN

Get Password?

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

[Sign Up Now](#)

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

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Accessing ELIS through IWAS

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I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

Login: INSTITUTIONOFFICER

Home

System Listing

Change Password

Messages - Inbox

Messages - Archived

Contact Us

Help

Logout

IWAS Training Video

[About SSL Certificates](#)

Hello Institution, welcome to IWAS!

Messages :

[0 unread Inbox message\(s\)](#)

[0 unread Archived message\(s\)](#)

We have your email address listed as:
tmatthew@isbe.net
If this is NOT correct, [click here](#) to update.

News Items

Feb. 26 The Breaking of the Fellowship
Frodo and Sam have left the Fellowship and will travel separately on the the way to Mordor. [More...](#)

Mark Firefox XP test
Firefox XP [More...](#)

2002 School Report Cards
All 2002 School/District Report Cards (English) have been made public on: <http://ltapps/ReportCard>

Test News
This is a test for ADM109 [More...](#)

Test - How to test for Trametes versicolor
Trametes versicolor, often called the "turkey tail," has the dubious distinction of being the only member of the forest fungal fowl community not named for the full bird, but a feathery fraction. [More...](#)

Accessing ELIS through IWAS

I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are Authorized to access a system, simply click on the system description to use it.

 [Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree

Authorization

 ISBE Internal

 Web

 ELIS

   Authorized

Legend:  : System Description - Detailed  : Due Dates  : Profile

[Want to Signup for Other Systems?](#)

Accessing ELIS through IWAS



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[Home](#) [Search](#) [ROE Reports](#) [Query and Report](#) [Help](#)

 Welcome, John ROE!

[Home Page](#)

Accessing ELIS through IWAS

- Going forward, you will simply need to click on your System Listing link and click on ELIS in order to access your ROE user role for the system
- ELIS will launch in a new window
- IWAS will be used to update account information or to change your password

Accessing ELIS through IWAS for Educators

- ELIS will be accessed through the IWAS for Educators sign on system, linked from www.isbe.net
- IWAS stands for ISBE Web Application Security
- Educators will need to create a new account to access ELIS through IWAS for Educators; their ECS login information will no longer be valid
- In order to access ELIS via IWAS for Educators, Educators will use the following steps

Accessing ELIS through IWAS for Educators



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- [Task Forces & Committees](#)



Parents/Students

- [A-Z Index](#)
- [Career & Tech Ed](#)
- [Charter Schools](#)
- [Early Childhood](#)
- [English Language Learning](#)
- [Homeless](#)
- [Home Schooling](#)
- [School Health](#)
- [School Information](#)
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Teachers/Administrators

- [Administrator A-Z](#)
- [EIS / SIS](#)
- [Innovation & Improvement](#)
- [Learning Supports](#)
- [Nutrition Programs](#)
- [Teacher A-Z](#)
- [Educator Licensure Preparation & Evaluation](#)
- [ROE Information](#)



Illinois Schools

- [Schools A-Z](#)
- [eReport Cards](#)
- [General State Aid](#)
- [IL Honor Roll](#)
- [IL School Code](#)
- [Interactive Report Cards](#)
- [Race to the Top](#)
- [Reports & Statistics](#)
- [Response to Intervention \(Rtl\)](#)



Learning Standards

- [Adequate Yearly Progress \(AYP\)](#)
- [Assessment and Test Information](#)
- [Common Core- Math and ELA](#)
- [Illinois Learning Stds](#)
- [NCLB](#)
- [Next Generation Science Stds](#)
- [Public School Recognition](#)

Accessing ELIS through IWAS for Educators

ATTENTION: Educator Certification System (ECS) is now Educator Licensure Information System (ELIS). Please read carefully to access your certification information formerly found in ECS.

The ELIS System is accessible through the ISBE Web Based Security (IWAS).

IMPORTANT: If you currently report data through the IWAS System:

1. Go to www.isbe.net/iwas
2. Log into your account.
3. Go to the System Listings page.
4. Click on "Want to sign up for other systems" to access ELIS.

Educator Access

[Click here](#) to create your IWAS account to access your ELIS information for the first time.

Public Search

[Click here](#) to perform a search of public license information for educators in Illinois by using the City, District, School, or Educator Name.

Accessing ELIS through IWAS for Educators



Illinois State Board of Education

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I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

[ISBE Home](#)
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[Contact Us](#)
[Help](#)
[IWAS User Guide](#) 
[IWAS Training Video](#)
[About SSL Certificates](#)
Build v2.0

Already have an account? Login Here:

Login Name

Password

☐ Remember Login Name

LOG IN

Get Password?

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

FORMER ECS USERS CLICK HERE FOR ACCESS TO THE ELIS SYSTEM

You will be directed to create an IWAS account to instantly access your certification and ELIS information. After successfully creating your account, you will be able to log in on the left side of this page anytime to access your information.

[Sign Up Now](#)

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

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[IWAS Training Video](#)
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Build v2.0

IWAS for Educators Account Sign Up

Required

First Name 

Last Name 

Date of Birth 

Social Security Number  No hyphens

Or

IEIN 

Login Name  

Password  

Confirm Password  

Email Address  

Secret Question  

Answer  

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[Home](#)
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[Contact Us](#)
[Help](#)
[IWAS User Guide](#)
[IWAS Training Video](#)
[About SSL Certificates](#)
Build v2.0

IWAS for Educators Account Sign Up

 Required

First Name	Jonathan	
Last Name	TestEducator	
Date of Birth	1/1/1980	
Social Security Number		 No hyphens
Or		
IEIN	2014329	
Login Name	JTEducator	 
Password		 
Confirm Password		 
Email Address	test@testmail.com	 
Secret Question	Question	 
Answer	Answer	 

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Accessing ELIS through IWAS for Educators



The screenshot shows the login page for the Illinois State Board of Education's IWAS for Educators account. The header features the Illinois State Board of Education logo on the left and the text "Illinois State Board of Education" in large blue font, with "Gery J. Chico, Chairman" and "Christopher A. Koch, State Superintendent" below it. A decorative bar with the text "IWAS" repeated in a stylized font spans the width of the page. Below this bar, the login information "Login: JTEDUCATOR" is displayed. On the left side, there is a vertical menu with links: "Home", "Edit Profile", "Change Password", "Contact Us", "Help", and "Logout". Below the menu, there are links for "IWAS Training Video" and "About SSL Certificates", with "Build v2.0" at the bottom. The main content area displays a welcome message: "Welcome Jonathan TestEducator to your personal IWAS for Educators account." followed by a paragraph stating, "From this page you can click on the 'Continue' button to access all of your credentials online." A "Continue >>" button is centered below the text. A large, faint watermark of the Illinois State Seal is visible in the background of the main content area.

 Illinois State Board of Education
Gery J. Chico, Chairman Christopher A. Koch, State Superintendent

I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

Login: JTEDUCATOR

Welcome Jonathan TestEducator to your personal IWAS for Educators account.

From this page you can click on the "Continue" button to access all of your credentials online.

[Continue >>](#)

[Home](#)
[Edit Profile](#)
[Change Password](#)
[Contact Us](#)
[Help](#)
[Logout](#)

[IWAS Training Video](#)
[About SSL Certificates](#)
Build v2.0

Accessing ELIS through IWAS for Educators



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Educator Licensure Information System
Welcome Jonathan TestEducator - Sign Out

[Home](#) [My Credentials](#) [Renewals](#) [Reinstatements](#) [Help](#)

Home Page

 **Welcome, Jonathan TestEducator!**

 **View Your Credentials**
Your credentials are available online. You will be able to see all your current and previous credentials, documents received, and degrees on file.

 **Apply for an Illinois License, Endorsement, or Approval**
You can now apply for licenses online. All Illinois online applications require a credit card payment.

Accessing ELIS through IWAS for Educators

- ELIS will launch in a new window
- IWAS will be used to update account information or to change their password

Accessing ELIS through IWAS for Educators



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I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

Login: JTEDUCATOR

- Home
- Edit Profile
- Change Password
- Contact Us
- Help
- Logout

[IWAS Training Video](#)
[About SSL Certificates](#)
Build v2.0

ELIS for Educators

If you have signed up for any of the applications at this site you may notice some of the fields are pre-filled if the information required is common to both of the systems.

My Profile (For ALL Systems)

 Required

IEIN	2014329	
First Name	Jonathan	
Middle Name		
Last Name	TestEducator	
RCDT (No Dashes)		Find District
School (No Dashes)		Find School
Title		
Entity Name		
Address 1		
Address 2		
City		
State		
Zip		Ex. 00000-0000
Phone	ext.	Ex. 10 digits or 000-000-0000
Fax	ext.	Ex. 10 digits or 000-000-0000
Summer Phone	ext.	Ex. 10 digits or 000-000-0000
Email	test@testmail.com	
Broadcast Email	NO -- Do not send system messages to this email address	
Email Type	Text	

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Accessing ELIS through IWAS for Educators



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I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

Login: JTEDUCATOR

[Home](#)
[Edit Profile](#)
[Change Password](#)
[Contact Us](#)
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[Logout](#)

[IWAS Training Video](#)
[About SSL Certificates](#)
Build v2.0

[Change Password](#) [Change Secret Question](#) [Change Both](#)

Change Password

Login Name JTEducator ?

Current Password ?

It is recommended to select a strong password which helps prevent any unauthorized access to your IWAS account. Passwords are case sensitive. To continue changing the password, provide your current password and choose a new password then confirm your new password.

New Password ? Six characters minimum, case sensitive.

Confirm Password ?

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Educator Home Page - Notifications

- Various notifications will be shown on the Educator's Home Page
- These may include deficiency letters waiting to be reviewed, licenses that have been issued, notifications to apply for an entitlement, and renewal/reinstatement messages
- An e-mail will be sent to the educator when a new notification is present on their home page

Educator Home Page - Notifications



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Educator Licensure Information System
Welcome Roxane Denton - Sign Out

[Home](#) [My Credentials](#) [Renewals](#) [Reinstatements](#) [Help](#) 

Home Page

 Welcome, Jonathan TestEducator!

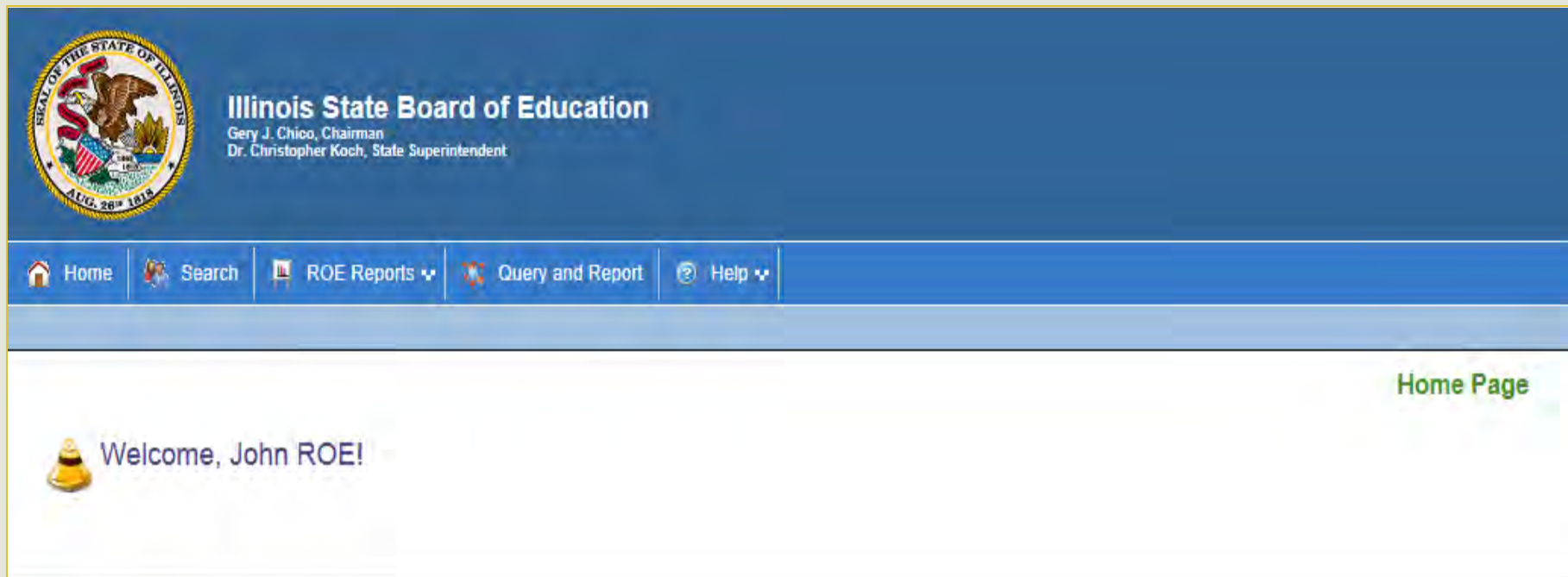
 **View Your Credentials**
Your credentials are available online. You will be able to see all your current and previous credentials, documents received, and degrees on file.

 **Apply for an Illinois License, Endorsement, or Approval**
You can now apply for licenses online. All Illinois online applications require a credit card payment.

 **Review Your Documents**
Click here to review the list of documents available to you for printing. This list will include licenses, receipts, and letters.

ROE Home Page

- Displays notifications, and the user menu



Search Screen

- The Search screen allows you to search educators either in your own region, or throughout the state of Illinois, based on the criteria you enter
- When you first come to the Search screen as a ROE user, the Region field is defaulted to your current region

Search Screen



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Dr. Christopher Koch, State Superintendent

Educator Licensure Information System
Welcome John ROE - Sign Out

HomeSearchROE ReportsQuery and ReportHelp

Educator Search Screen[Home > Educator Search](#)

IEIN:

SSN:

Birthdate:

License #

Last Name:

First Name:

County:

District:

Site:

State:

Institution:

Educator Status:

License Status:

Region:

Educators

Show items per pagePage:

View	IEIN	SSN	Prefix	Last Name	First Name	MI	Suffix	Maiden Name	Gender	Birth Date	Status	Location	Deceased
No Records Found													

Search Screen

- ROE users can search on many different data points, including Last/First Name, IEIN, or SSN
- Search results can be exported
- If only one result returned for the search criteria, you are automatically taken to that educator's account
- If multiple results are returned, clicking View will take you into that educator's account

Educator Menu

- You can access information related to the educator you searched for via the Educator menu, which is present on the screen after entering an educator's account

Educator Menu



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Home

Search

Educator

ROE Reports

Credentials

[Add Communication Record](#)

Show All

View

No Records Found

Licenses

Show All

Select	App ID
Select	9710

Credentials (3)

Letters

Degrees (2)

Background (1)

Images (2)

Fees (1)

History (2)

Notes (1)

Assignments (8)

Salary

Professional Development (1)

Employment Information (3)

Substitute Information (1)

Historical Data

Educator Menu – Credential Screen

- Educator Credential Screen
 - Ability to view:
 - Licenses
 - Endorsements
 - Approvals
 - Designations

Educator Menu - Credentials



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Educator Licensure Information System
Welcome John ROE - Sign Out

[Home](#) | [Search](#) | [Educator](#) | [ROE Reports](#) | [Query and Report](#) | [Help](#)Recent Educator: **Credentials** [Home > Educator](#)

Primary Information
Full Name: Robert TestEducator
IEIN: 2014327
SSN: ***-**-0000
DOB: 1/1/1980
Gender:
Maiden:

Contact Information
Address: RR1 Box 26
City State, Zip: Waggoner IL, 62572
Email: test@test.com
Primary Phone: (217) 888-8888
Secondary Phone:

Miscellaneous Information
Race:
Status: Active
Deceased: No

[Add Communication Record](#)**Show All****Licenses****Show All****Illinois Approved Program/Endorsements****Illinois Approved Program / Endorsements For Selected License****Approvals**

Educator Menu - Degrees

- The Educator > Degrees screen allows you to view degree information for educators

[Home](#) [Search](#) [Educator](#) [ROE Reports](#) [Query and Report](#) [Help](#) Recent Educator:

Educator Degrees [Home > Educator](#)

Primary Information
Full Name: Robert TestEducator
IEIN: 2014327
SSN: ***-**-0000
DOB: 1/1/1980
Gender:
Maiden:

Contact Information
Address: RR1 Box 26
City/State, Zip: Waggoner IL, 62572
Email: test@test.com
Primary Phone: (217) 888-8888
Secondary Phone:

Miscellaneous Information
Race:
Status: Active
Deceased: No

[Add Communication Record](#)

Degrees

Country	State	Institution	Degree	Major One	Major Two	Major Three	Degree Date
US	IL	Univ Of Ill Urbana/Champaign	B	Elementary Education			06/01/2013

Educator Menu - Background

- You can view results of a background check on the Background screen

Background Check Results											
Submitted	Payment	Source	Physical	TB Test	Employment Eligibility	Mandated Reporter	Criminal Background	State Fingerprints	FBI Date	Created	Updated
4/4/2013	Credit Card	FBI	Yes	Yes	Yes	No	1/1/2008	1/1/2007	4/7/2013	bob.archer - 04/07/2013	bob.archer - 04/07/2013

Educator Menu - Testing

- The Educator>Testing screen shows you tests the educator has passed

Testing

Test Description	Test Date	Passed Test?
Before July 1, 2004, Elementary/Middle Grades	07/01/2003	Yes
Before September 11, 2010 Basic Skills	05/10/2001	Yes

Note: You cannot delete imported tests.

Educator Menu - Images

- The Educator>Images menu displays the images on file for an Educator

ID	Document	Viewed?	Description	Page Count	Image Type	Confidential Level	Country	State	Institution	Create Info	Update Info
44	73-01	Yes	App for Alternative Certificate	2	PDF	High				bob.archer - 04/12/2013	bob.archer - 04/12/2013
41	1001	Yes	Test Document	1	PDF	Low				bob.archer - 04/12/2013	bob.archer - 04/12/2013

Educator Menu - Fees

- You can view the fees that an Educator has paid on the Fees screen

Fees														
Return	Edit	View	ID	Method	Fee	App ID	App	Created	Batch	Return Reason	Amount	Balance	Returned?	Delete
Return	Edit	View	35	CC	EVAL			bob.archer - 06/13/2013			75.00		No	Delete

Educator Menu - History

- The Educator>History screen shows you the historical changes made to various demographic information for the educator such as Name, SSN, Address, etc

Educator History

Name SSN Address Contact Information Profile History Images Transactions

Incorrect Address	Address Source	Address1	Address2	Address Physical	City	State	Zip Code	Country	Non US State	Create Info	Updated Info
No	Educator	123 Main St			Springfield	IL	62704-	United States		bob.archer - 06/12/2013	bob.archer - 06/13/2013

Educator Menu - Notes

- To add a new Note, click on [Click Here to Add a Note](#)

[illegible]

Educator Menu - Assignments

- You can view your current and previous assignments on the Assignments screen

Assignment											
Year	Region Code	Region	County	District Code	District	Site Code	Site	Create Date	Created By	Update Date	Updated By
2006	51	SANGAMON ROE	Sangamon	0100	Auburn CUSD 10	0000		08/14/2006	sysadmin	08/14/2006	sysadmin
2007	51	SANGAMON ROE	Sangamon	0100	Auburn CUSD 10	0000		06/07/2007	sysadmin	06/07/2007	sysadmin
2008	51	SANGAMON ROE	Sangamon	0100	Auburn CUSD 10	2003	Auburn Elem School	07/08/2008	sysadmin	07/08/2008	sysadmin
2009	51	SANGAMON ROE	Sangamon	0100	Auburn CUSD 10	2003	Auburn Elem School	07/09/2009	sysadmin	07/09/2009	sysadmin
2010	51	SANGAMON ROE	Sangamon	0100	Auburn CUSD 10	2003	Auburn Elem School	08/10/2010	sysadmin	08/10/2010	sysadmin
2011	51	SANGAMON ROE	Sangamon	0100	Auburn CUSD 10	2003	Auburn Elem School	08/04/2011	sysadmin	08/04/2011	sysadmin
2012	51	SANGAMON ROE	Sangamon	0100	Auburn CUSD 10	2003	Auburn Elem School	07/25/2012	sysadmin	07/25/2012	sysadmin
2013	51	SANGAMON ROE	Sangamon	0100	Auburn CUSD 10	2004	Auburn Middle School	02/08/2013	sysadmin	02/08/2013	sysadmin

Educator Menu - Salary

- The Educator>Salary screen will show the salary history for the Educator

Educator Menu – Professional Development

- The Educator>Professional Development screen shows professional development information for an educator

Educator Professional Development Education				
Clock Hours Remaining	Semester Hours Remaining	Completed	Create Info	Updated Info

Educator Menu – Employment Information

- The employment information tab is specific for the ROE role, and has the same functionality as that area in TCIS

Employment Information

Edit	Region	Employed Full Time	Employed Part Time	Seeking Full Time	Seeking Part Time	Retired	Register Only	Active	Created	Updated	Delete
Edit	17	No	No	No	No	No	No	Yes	AJANSSEN - 05/28/2003	DLYNN - 02/05/2008	Delete
Edit	53	No	No	Yes	Yes	No	No	No	mwright - 02/27/2004	mwright - 03/20/2007	Delete
Edit	51	No	No	No	No	No	No	Yes	WEBAPP - 04/23/2007	WEBAPP - 04/23/2007	Delete

[Click Here to Add Employment Information](#)

Educator Menu – Employment Information

- To add or update employment information, click on the [Click Here to Add Employment Information](#) link

Employment Information											
Edit	Region	Employed Full Time	Employed Part Time	Seeking Full Time	Seeking Part Time	Retired	Register Only	Active	Created	Updated	Delete
Edit	17	No	No	No	No	No	No	Yes	AJANSSEN - 05/28/2003	OLYNN - 02/05/2008	Delete
Edit	53	No	No	Yes	Yes	No	No	No	mrwright - 02/27/2004	mrwright - 03/20/2007	Delete
Edit	51	No	No	No	No	No	No	Yes	WEBAPP - 04/23/2007	WEBAPP - 04/23/2007	Delete

[Click Here to Add Employment Information](#)

Educator Menu – Employment Information

Add Educator Employment Information - Step 1 of 1

Educator: Jonathan TestEducator.

Region: 41

Employed Full Time: ☐

Employed Part Time: ☐

Seeking Full Time: ☐

Seeking Part Time: ☐

Retired: ☐

Registering Only: ☐

Active: ☐

.....

Once you have entered the required information, click the Finish button.

☒ Continue - Please continue the wizard

☐ Cancel - Please cancel the wizard

Finish

Educator Menu – Substitute Information

- The Educator>Substitute screen is also specific to the ROE role and displays the same information as that screen did in TCIS

Educator Substitute Information							
Edit	Region	Grades	Subjects	Schools	Created	Updated	Delete
Edit	41	All	All	Alton	JQROE - 06/13/2013	JQROE - 06/13/2013	Delete

[Click Here to Add Substitute Information](#)

Educator Menu – Substitute Information

- To add/update substitute information for an educator, click on the [Click Here to Add Substitute Information](#) link

Educator Substitute Information							
Edit	Region	Grades	Subjects	Schools	Created	Updated	Delete
Edit	41	All	All	Allton	JQROE - 06/13/2013	JQROE - 06/13/2013	Delete

[Click Here to Add Substitute Information](#)

Educator Menu – Substitute Information

Add Educator Substitute Information - Step 1 of 1

Educator: Jonathan TestEducator.

Region: 41

Grades:

Subjects:

Schools:

.....

Once you have entered the required information, click the Finish button.

☒ Continue - Please continue the wizard

☐ Cancel - Please cancel the wizard

Finish

Educator menu – Historical Data

- The Educator>Historical Data screen shows the Educator's data from TCIS/ECS
- Can easily be compared with current data on Credential screen in ELIS

Licenses																							
License Number	Approval Received	Status	License	License Type	Grade Level	Grade Level Description	Chicago Exchange?	Exchange Indicator	Region Issued	Region Dup	Region Reveal	Entitlement Evaluation	State	Institution	Credit	Issue Date	Evaluator	Note Received	Deficiency Date	Priority	Year	Update Date	Updated By
2088428	07/01/2003	K	03	Elementary Teaching	I	Kindergarten to Grade 9	N		17			N	IL	EUR	C	07/01/2003		05/22/2003		1	2012	07/03/2009	AUTOSTD
2389769	06/04/2009	I	03	Elementary Teaching	S	Kindergarten to Grade 9	N	N	51			V			C	07/03/2009				9	2015	07/03/2009	AUTOSTD
Endorsements																							
License Number	Endorsement	Endorsement Description					Grade Code	Grade Level	Status	StatusDescription	Issue Date	Major?	Approved Program?		Endorsement?	Source	Request Reeval		Evaluator	Update Date	Updated By		
2088428	ELEM	Elementary Education						Grade level of Certificate	K	Expired	07/01/2003	N	Y		ELEM	U	N			07/03/2009	AUTOSTD		
2088428	LA	Language Arts					1	Middle School	K	Expired	07/01/2003	N	N		LA	U	N			07/03/2009	AUTOSTD		
2088428	SCGE	Self Contained General Education, Kindergarten - Grade 9						Grade level of Certificate	K	Expired	07/01/2003	N	N		SCGE	U	N			07/03/2009	AUTOSTD		
2088428	SOSC	Social Science					1	Middle School	K	Expired	07/01/2003	N	N		SOSC	U	N			07/03/2009	AUTOSTD		
2389769	ELEM	Elementary Education						Grade level of Certificate	I	Issued	07/03/2009	N	Y		ELEM	U	N			07/03/2009	AUTOSTD		
2389769	LA	Language Arts					1	Middle School	I	Issued	07/03/2009	N	N		LA	U	N			07/03/2009	AUTOSTD		
2389769	SCGE	Self Contained General Education, Kindergarten - Grade 9						Grade level of Certificate	I	Issued	07/03/2009	N	N		SCGE	U	N			07/03/2009	AUTOSTD		
2389769	SOSC	Social Science					1	Middle School	I	Issued	07/03/2009	N	N		SOSC	U	N			07/03/2009	AUTOSTD		
Approvals																							
Approval Code		Agreement Number		Date Received		Status	License Type		License Number		Approval Date		Chicago Exchange		District Specific		End Time	Evaluator	Update Date		Updated By		
No Records Found																							

ROE Reports

- All current ROE reports have been converted over to the ELIS system
- You can access these under the ROE Reports tab

ROE Reports



Illinois State Board of Education
Gery J. Chico, Chairman
Dr. Christopher Koch, State Superintendent

[Home](#) | [Search](#) | [Educator](#) | [ROE Reports](#) | [Query and](#)

Historical Data

Print

[Active Teacher Report](#)

[Inactive Teacher Report](#)

[Substitute Teacher Report](#)

[Seeking Employment Report](#)

[CPD Cycle Report](#)

[Non-Registered Teachers Report](#)

[Regional License Renewal Report](#)

[Registration Batch Summary](#)

[ROE Statistics Report](#)

[NCLB HQ Report](#)

[Regional Paraprofessionals Report](#)

[Add Communication Record](#)

License Number	Approval Received	Status	L
2088428	07/01/2003	K	0
2389769	06/04/2009	I	0

Educator Role

- We will now briefly walk you through some of the educator online applications:
 - Applying for a License, Endorsement, or Approval
 - Renewals
 - Reinstatement

Applying for a License, Endorsement, or Approval

- Educators can launch the online educator application process from their ELIS home screen
- They would then click on the notification that states “Apply for an Illinois License, Endorsement, or Approval”

Applying for a License, Endorsement, or Approval



Illinois State Board of Education
Gery J. Chico, Chairman
Dr. Christopher Koch, State Superintendent

Educator Licensure Information System
Welcome Jonathan TestEducator - Sign Out

[Home](#) [My Credentials](#) [Renewals](#) [Reinstatements](#) [Help](#) ▼

Home Page

 Welcome, Jonathan TestEducator!

 **View Your Credentials**
Your credentials are available online. You will be able to see all your current and previous credentials, documents received, and degrees on file.

 **Apply for an Illinois License, Endorsement, or Approval**
You can now apply for licenses online. All Illinois online applications require a credit card payment.

Apply for a License, Endorsement, or Approval

Educator: Jonathan TestEducator.

Step 1 – Introduction and Overview

This wizard will lead you through the application process. Answering the questions will help direct you to the appropriate Illinois credential for which you should apply.

For more information about Illinois licenses, click on the following link: <http://www.isbe.net/adteach.htm>.

Click "Next" below when you are ready to start the application wizard.

- ☒ Continue - Please continue the wizard
- ☐ Cancel - Please cancel the wizard

Next



Apply for a License, Endorsement, or Approval

Educator: Jonathan TestEducator.

The first step to submitting your Illinois license application is to determine your application type. Please select your desired application type from the list below.

- ☐ apply for new license
- ☐ apply for an approval
- ☐ apply for a paraprofessional endorsement
- ☐ apply for a substitute license

Click the "Next" button once you have made a selection.

- ☒ Continue - Please continue the wizard
- ☐ Cancel - Please cancel the wizard

 Previous

Next



Apply for a License, Endorsement, or Approval

- Depending on which path they choose in Step 2, they will then be asked to answer a set of specific questions in order to ensure that they are applying for the correct credential
- Next, they will be asked to verify their name and contact information

Applying for a License, Endorsement, or Approval

SSN:

First Name:

Middle Initial:

Last Name:

Maiden Name:

Suffix:

Gender:

Birth Date: MM/DD/YYYY

.....

Once you have entered the required data, click the "Next" button.

☒ Continue - Please continue the wizard

☐ Cancel - Please cancel the wizard

 Previous Next 

Applying for a License, Endorsement, or Approval

Mailing Address: x

City:

Country Code: v

State Code: v

Zip Code:

Zip Plus4:

Updated: bob.archer - 6/3/2013 2:57:08 PM
Created: bob.archer - 6/3/2013 2:57:08 PM

Once you have entered the required data, click the "Next" button.

☒ Continue - Please continue the wizard
☐ Cancel - Please cancel the wizard

 Previous Next 

Apply for a License, Endorsement, or Approval

Primary Phone: () - ext. *

Secondary Phone: () -

Primary Email Address: *

Secondary Email Address:

Updated: bob.archer - 6/3/2013 2:57:08 PM
Created: bob.archer - 6/3/2013 2:57:08 PM

.....

Once you have entered the required data, click the "Next" button.

☒ Save - Please save the profile information
☐ Cancel - Please cancel the wizard

 Previous Next 

Apply for a License, Endorsement, or Approval

- They will then be asked to answer a series of legal questions

Apply for a License, Endorsement, or Approval

Please answer the following required questions of the Criminal History Disclosure Statement.

Yes No Question

- ☐ ☒ Have you ever had a certificate denied, suspended, or revoked in Illinois or any other state?
- ☐ ☒ Have you ever been convicted of a felony, or any sex, narcotics, or drug offense in Illinois or any other state?
- ☐ ☒ Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law and administered by that Department that was not subsequently resolved to the Department's satisfaction?
- ☐ ☒ Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)
- ☐ ☒ Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?
- ☒ ☐ I do hereby affirm that the information provided above is true, correct and complete. Applicants who knowingly alter or misrepresent their qualifications in order to obtain a license shall be denied its issuance and may be subject to the suspension or revocation of all previously held licenses.

Once you have answered the background questions, click the "Next" button.

- ☒ Continue - Please continue the wizard
- ☐ Cancel - Please cancel the wizard

 Previous

Next 

Apply for a License, Endorsement, or Approval

- Payment must be made online with a credit/debit card

Apply for a License, Endorsement, or Approval

Candidate Entitlement Application - Step 6 of 8

Please enter your payment information and click "Next".

Fee Type: ENTL - Entitlement License (\$75.00) *

Payment Type: Credit Card *

Credit Card #: 4897521432597458 * no spaces or dashes *

Expiration Date: 10/2014 * (Example: 08/2011)

Verification Code: 078 *

Please provide the name on the credit card. You must also provide the billing address for the credit card being used, and this address must match the address on the credit card statement (the holder of the credit card's address, not the bank's address).

Name on Credit Card: Robert TestEducator *

Credit Card Street: 123 Main Street *

Credit Card Zip: 61747 *

Amount: 75.00 *

Registration Fee: \$50.00 *

Processing Fee: 2.00 *

Total App Fee: \$127.00 *

Once you have entered the required data, click the "Next" button.

☒ Save - Please save the fee information

☐ Cancel - Please cancel the wizard

[Previous](#) [Next](#)

Apply for a License, Endorsement, or Approval

- The last screen before they submit will be a summary of the information the educator entered, with the ability to edit any incorrect information

Apply for a License, Endorsement, or Approval

Please review the information below. Once you have reviewed the information, click the "Apply" button. By clicking the "Apply" button, you are electronically signing this application and authorizing the Illinois State Board of Education to charge your credit card for the listed application amount. All payments are non-refundable.

— Profile —	Name: Robert TestEducator Gender: unknown Print Name: unknown	Maiden: unknown Birth Date: 1/1/1980	(edit)
— Address —	Address 1: RR1 Box 26 City State, Zip: Waggoner IL, 62572 Country: US		(edit)
— Contact —	Work Phone: (217) 888-8888 Email Address: test@test.com		(edit)
— Payment —	Credit Card #: *****7458 Expiration Date: 10/2014 CC Verification: 078 CC Name: Robert TestEducator CC Street: 123 Main Street CC Zip: 61747 Amount: \$127.00		(edit)
— Region —	Region: 51 - SANGAMON ROE		(edit)

~~~~~

Once you have reviewed the information, click the "Apply" button to submit your application. After clicking the "Apply" button, it may take up to one minute to approve the transaction. Do not refresh the screen or click on any buttons or you may be double charged.

☒ Apply - Please accept my credential application  
☐ Cancel - Please cancel the wizard

 Previous Apply 

# Apply for a License, Endorsement, or Approval

- Once they submit an application, their license will be either issued or routed to ISBE for further evaluation
- The educator will receive an e-mail notification when items such as a deficiency letter or an issued license are ready for them to view
- In order to view the item, they can click on the Review Your Documents link on their educator home page

# Apply for a License, Endorsement, or Approval



**Illinois State Board of Education**  
Gery J. Chico, Chairman  
Dr. Christopher Koch, State Superintendent

Educator Licensure Information System  
Welcome Roxane Denton - Sign Out

[Home](#) | [My Credentials](#) | [Renewals](#) | [Reinstatements](#) | [Help](#) ▾

Home Page

Welcome, Jonathan TestEducator!

 **View Your Credentials**  
Your credentials are available online. You will be able to see all your current and previous credentials, documents received, and degrees on file.

 **Review Your Documents**  
Click here to review the list of documents available to you for printing. This list will include licenses, receipts, and letters.

 **Apply for an Illinois License, Endorsement, or Approval**  
You can now apply for licenses online. All Illinois online applications require a credit card payment.

# Apply for a License, Endorsement, or Approval

- Clicking on the Review Your Documents notification will take them to their educator document history screen
- This screen is where they go to access any documents that have been sent to them, such as deficiency letters and licenses

## Apply for a License, Endorsement, or Approval

### Document History Information

### License Document History

| View             | IEIN | Educator | License | License Status | Queued Date | Queued By | Processed Date | Processed By | Delete | Address |
|------------------|------|----------|---------|----------------|-------------|-----------|----------------|--------------|--------|---------|
| No Records Found |      |          |         |                |             |           |                |              |        |         |

### Deficiency/Letter Document History

| View             | IEIN | Educator | License | License Status | Queued Date | Queued By | Processed Date | Processed By | Delete | Address |
|------------------|------|----------|---------|----------------|-------------|-----------|----------------|--------------|--------|---------|
| No Records Found |      |          |         |                |             |           |                |              |        |         |

# Renewing or Registering a License

- Educators will receive an e-mail notification when their license is up for renewal
- In order to start the process of renewing your license, they will click on the Renew or Register Your Credentials notification on their educator home page

# Renewing or Registering a License



**Illinois State Board of Education**  
Gery J. Chico, Chairman  
Dr. Christopher Koch, State Superintendent

Educator Licensure Information System  
Welcome Roxane Denton - Sign Out

[Home](#) [My Credentials](#) [Renewals](#) [Reinstatements](#) [Help](#)

Home Page

 Welcome, Jennifer L. TestEducator!

**View Your Credentials**  
Your credentials are available online. You will be able to see all your current and previous credentials, documents received, and degrees on file.

**Apply for an Illinois License, Endorsement, or Approval**  
You can now apply for licenses online. All Illinois online applications require a credit card payment.

**Renew or Register Your Credentials**  
Click here to renew or register your Illinois educator credentials. Most renewal applications can be submitted electronically. Some applications must be reviewed before they will be renewed. All online applications require a credit card payment.

# Renewing or Registering a License

- Clicking the notification will take them to the Educator License Renewal List screen
- From here, they will click on the Click Here to Renew License link

# Renewing or Registering a License

## Educator License Renewal List

### Licenses Eligible for Renewal

| License                             | License Number | Status | Issue Date | Expire Date | Renew Date |
|-------------------------------------|----------------|--------|------------|-------------|------------|
| PEL - Professional Educator License | 2004719        | Issued | 08/12/2002 | 07/01/2012  | 07/01/2012 |
| PEL - Professional Educator License | 2237329        | Issued | 03/03/2008 | 07/01/2012  | 07/01/2012 |

[Click Here to Renew Licenses](#)

If the expiration date for your license on your "My Credentials" page is set to July 1st of this year or earlier, then you have licenses that can be renewed. If those licenses do not appear here, then those credentials are not eligible for online renewal. In this case (and this case only), you should submit a paper application.

If you have already renewed online (or previously submitted a paper renewal application), then your "My Credentials" page will show either an issued credential with an expiration date past July 1st of this year or your old credential along with a new credential that is "pending review." If you have a license that is pending review (or a newly issued license with an expiration date past July 1st of this year), then you DO NOT have to do anything further to renew your credentials.

# Renewing or Registering a License

- The Click Here to Renew License link will launch the Educator Renewal Wizard

# Renewing or Registering a License

SSN:  \*

First Name:  \*

Middle Initial:

Last Name:  \*

Maiden Name:

Suffix:

Gender:  v

Birth Date:  MM/DD/YYYY

.....

Once you have entered the required data, click the "Next" button.

☒ Continue - Please continue the wizard

☐ Cancel - Please cancel the wizard

Next 

# Renewing or Registering a License

Mailing Address:  \*

City:  \*

Country Code:  \*

State Code:  \*

Zip Code:  \*

Zip Plus4:

.....

Once you have entered the required data, click the "Next" button.

- ☒ Continue - Please continue the wizard
- ☐ Cancel - Please cancel the wizard

 Previous

Next



# Renewing or Registering a License

Primary Phone: ()  -  ext.  \*

Secondary Phone: ()  -

Primary Email Address:  \*

Secondary Email Address:

.....

Once you have entered the required data, click the "Next" button.

☒ Save - Please save the profile information

☐ Cancel - Please cancel the wizard

 Previous

Next 

# Renewing or Registering a License

Please answer the following required questions of the Criminal History Disclosure Statement.

**Yes No Question**

- ☐ ☒ Have you ever had a certificate denied, suspended, or revoked in Illinois or any other state?
- ☐ ☒ Have you ever been convicted of a felony, or any sex, narcotics, or drug offense in Illinois or any other state?
- ☐ ☒ Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law and administered by that Department that was not subsequently resolved to the Department's satisfaction?
- ☐ ☒ Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)
- ☐ ☒ Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?
- ☒ ☐ I do hereby affirm that the information provided above is true, correct and complete. Applicants who knowingly alter or misrepresent their qualifications in order to obtain a license shall be denied its issuance and may be subject to the suspension or revocation or all previously held licenses.

Once you have answered the background questions, click the "Next" button.

- ☒ Continue - Please continue the wizard
- ☐ Cancel - Please cancel the wizard

 Previous

Next 

# Renewing or Registering a License

Please enter your payment information and click "Next".

Fee Type: REG - Reg Fee (FY2012 & after) (\$10.00) \*  
Payment Type: Credit Card \*  
Credit Card #: 4897521432597458 \* no spaces or dashes  
Expiration Date: 10/2014 \* (Example: 08/2011)  
Verification Code: 078 \*

Please provide the name on the credit card. You must also provide the billing address for the credit card being used, and this address must match the address on the credit card statement (the holder of the credit card's address, not the bank's address).

Name on Credit Card: Jennifer L TestEducator \*  
Credit Card Street: 123 Main Street \*  
Credit Card Zip: 61747 \*  
Amount: 10.00 \*  
Registration Fee: \$50.00 \*  
Processing Fee: 2.00 \*  
Total App Fee: \$62.00 \*

.....

Once you have entered the required data, click the "Next" button.

☒ Save - Please save the fee information  
☐ Cancel - Please cancel the wizard

 Previous Next 

# Renewing or Registering a License

Please select the region in which you would like to register your license and click the "Next" button.

Region:  ▼

.....  
Once you have entered the required data, click the "Next" button.

- ☒ Save - Please save the Region
- ☐ Cancel - Please cancel the wizard



Previous

Next



# Renewing or Registering a License

Please answer the following required questions of the Professional Development Disclosure Statement.

**Yes No Question**

1. ☐ ☐ I have met the professional development requirements for the current fiscal year. I have maintained the required evidence of completion and agree to submit upon request.
2. ☐ ☐ I confirm that I am the individual who holds the credential(s) being renewed and that I answered the above question honestly.

Once you have answered the professional development requirement questions, click on the "Next" button.

- ☒ Continue - Please continue the wizard
- ☐ Cancel - Please cancel the wizard



Previous

Next



# Renewing or Registering a License

Please review the information below. Once you have reviewed the information, click the Renew link. By clicking the renew link you are electronically signing this renewal application and authorizing the Illinois State Board of Education to charge your credit card for the listed renewal amount.

|             |                                                                                                                                                                                    |                                           |        |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------|
| — Profile — | Name: Jennifer L TestEducator<br>Gender: F<br>Print Name: unknown                                                                                                                  | Maiden: unknown<br>Birth Date: 11/16/1977 | (edit) |
| — Address — | Address 1: 123 Main St<br>City State, Zip: Waggoner IL, 62572<br>Country: US                                                                                                       |                                           | (edit) |
| — Contact — | Work Phone: (217) 367-2500<br>Email Address: test@test.com                                                                                                                         |                                           | (edit) |
| — Payment — | Credit Card #: *****7458<br>Expiration Date: 10/2014<br>CC Verification: 078<br>CC Name: Jennifer L TestEducator<br>CC Street: 123 Main Street<br>CC Zip: 61747<br>Amount: \$62.00 |                                           | (edit) |
| — Region —  | Region: 51 - SANGAMON ROE                                                                                                                                                          |                                           | (edit) |

Once you have reviewed the information, click on the "Next" button to renew your credentials. After clicking "Next", it may take up to one minute to approve the transaction. Do not refresh the screen or click on any buttons or you may be double charged.

- ☒ Renew - Please renew my credentials  
☐ Cancel - Please cancel the wizard

 Previous

Next 

# Renewing or Registering a License

Please review the following information.

Your online renewal application has been processed and your new license is now issued. [Click here to view your new credential information.](#)

.....

- ☒ Continue - Please continue the wizard
- ☐ Cancel - Please cancel the wizard



Previous

Finish



# Renewing or Registering a License

- Clicking on the link from the last page of the Wizard will take the educator directly to their credential page to view their renewed license

# Renewing or Registering a License



**Illinois State Board of Education**  
Gery J. Chio, Chairman  
Dr. Christopher Koch, State Superintendent

**Educator Licensure Information System**  
Welcome John ROE - Sign Out

[Home](#) [Search](#) [Educator](#) [ROE Reports](#) [Query and Report](#) [Help](#)

Recent Educator:

**Credentials** [Home > Educator](#)

**Primary Information**  
Full Name: Jennifer L. Test  
IEIN: 685578  
SSN: \*\*\*-\*\*-0012  
DOB: 11/16/1977  
Gender: Female  
Maiden:

**Contact Information**  
Address: 123 Main St  
City State, Zip: Wagoner IL, 62572  
Email: test@test.com  
Primary Phone: (217) 367-2500  
Secondary Phone:

**Miscellaneous Information**  
Race: White  
Status: Active  
Deceased: No

[Add Communication Record](#)

**Show All**

| View | ID      | Document | Description                  | Status | Background | Source | Received   | Pay Info | Balance | Evaluator | Created                    | Updated                    |
|------|---------|----------|------------------------------|--------|------------|--------|------------|----------|---------|-----------|----------------------------|----------------------------|
| View | 1560743 | 73-10    | App for Registration/Renewal | CLOSED | 00000      | EDU    | 06/13/2013 | CC-10.00 | 0.00    | emily.fox | Roxane Denton - 06/13/2013 | Roxane Denton - 06/13/2013 |

**Licenses**

**Show All**

| Select | App ID  | License | Old Certificate | Certificate No. | Status Code | Status Desc | Source | Entitlement | Application Date | Issued     | Expires    | Renews     | Evaluator | ROE | Registered Thru | Updated                    |
|--------|---------|---------|-----------------|-----------------|-------------|-------------|--------|-------------|------------------|------------|------------|------------|-----------|-----|-----------------|----------------------------|
| Select | 1560743 | PEL     |                 |                 | I           | Issued      | ISBE   |             |                  | 06/13/2013 | 06/30/2018 | 07/01/2018 | emily.fox | 51  | 2017            | Roxane Denton - 06/13/2013 |

**Illinois Approved Program/Endorsements**

**Illinois Approved Program / Endorsements For Selected License**

| App ID  | Endorsement | Endorsement Group | Description                                      | Grade                 | Status Code | Status Description | Issued     | Expires    | Renews     | Evaluator | Updated                    | Major? | Illinois Approved Program? | Endorsement? | Source | Entitlement | Application Date |
|---------|-------------|-------------------|--------------------------------------------------|-----------------------|-------------|--------------------|------------|------------|------------|-----------|----------------------------|--------|----------------------------|--------------|--------|-------------|------------------|
| 1560743 | EARL-G      |                   | Early Childhood Education                        | Birth through Grade 3 | I           | Issued             | 06/13/2013 | 06/30/2018 | 07/01/2018 | emily.fox | Roxane Denton - 06/13/2013 | No     | No                         | No           | ISBE   |             |                  |
| 1560743 | SCG3-G      | Early Childhood   | Self Contained General Education Age 0 - Grade 3 | Birth through Grade 3 | I           | Issued             | 06/13/2013 | 06/30/2018 | 07/01/2018 | emily.fox | Roxane Denton - 06/13/2013 | No     | No                         | No           | ISBE   |             |                  |

**Approvals**

| Approval Code | District Code | Application Received | Status | Approval Denied/Granted Date |
|---------------|---------------|----------------------|--------|------------------------------|
|               |               |                      |        |                              |

# Reinstating a License

- If an educator has a license that is lapsed and eligible to be reinstated, they will see a notification on their educator home page
- They would click on the notification to start the reinstatement process
- That would take them to the Educator License Reinstatement List
- They would click on the Click here to Reinstate License link in order to launch the Educator Reinstatement Wizard

# Reinstating a License

## Educator License Reinstatement List

### Licenses Eligible for Reinstatement

| License                             | License Number | Status | Issue Date | Expire Date | Renew Date |
|-------------------------------------|----------------|--------|------------|-------------|------------|
| PEL - Professional Educator License | 1487541        | Lapsed | 08/31/1994 | 07/01/1995  | 01/01/1900 |

[Click Here to Reinstate License](#)

# Reinstating a License

SSN:  \*

First Name:  \*

Middle Initial:

Last Name:  \*

Maiden Name:

Suffix:

Gender:  v

Birth Date:  MM/DD/YYYY

.....

Once you have entered the required data, click the "Next" button.

☒ Continue - Please continue the wizard

☐ Cancel - Please cancel the wizard

Next 

# Reinstating a License

Mailing Address:   \*

City:  \*

Country Code:   \*

State Code:   \*

Zip Code:  \*

Zip Plus4:

.....

Once you have entered the required data, click the "Next" button.

- ☒ Continue - Please continue the wizard
- ☐ Cancel - Please cancel the wizard

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# Reinstating a License

Primary Phone: ()  -  ext.  \*

Secondary Phone: ()  -

Primary Email Address:  \*

Secondary Email Address:

.....

Once you have entered the required data, click the "Next" button.

☒ Save - Please save the profile information

☐ Cancel - Please cancel the wizard

 Previous Next 

# Reinstating a License

Please answer the following required questions of the Criminal History Disclosure Statement.

**Yes No Question**

- ☐ ☒ Have you ever had a certificate denied, suspended, or revoked in Illinois or any other state?
- ☐ ☒ Have you ever been convicted of a felony, or any sex, narcotics, or drug offense in Illinois or any other state?
- ☐ ☒ Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law and administered by that Department that was not subsequently resolved to the Department's satisfaction?
- ☐ ☒ Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)
- ☐ ☒ Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?
- ☒ ☐ I do hereby affirm that the information provided above is true, correct and complete. Applicants who knowingly alter or misrepresent their qualifications in order to obtain a license shall be denied its issuance and may be subject to the suspension or revocation or all previously held licenses.

Once you have answered the background questions, click the "Next" button.

- ☒ Continue - Please continue the wizard
- ☐ Cancel - Please cancel the wizard

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# Reinstating a License

Educator: Leslie TestEducator.

To reinstate your license, you must complete nine semester hours of coursework in areas aligning with your endorsement areas or pay a \$500 penalty fee. Please choose one of the following options:

- .....
- ☒ I have completed nine semester hours of coursework in the past five fiscal years in areas aligning with my endorsements.
  - ☐ I will pay a \$500 penalty fee in lieu of completing nine semester hours of coursework.
- .....

Click the "Next" button once you have made a selection.

- ☒ Continue - Please continue the wizard
- ☐ Cancel - Please cancel the wizard

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# Reinstating a License

Educator: Leslie TestEducator.

- ☒ Transcripts showing completion of nine semester hours of coursework in my endorsement area(s) are already on file at ISBE.
- ☐ I will be submitting new transcripts showing completion of the nine semester hours.

Click the "Next" button once you have made a selection.

- ☒ Continue - Please continue the wizard
- ☐ Cancel - Please cancel the wizard

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# Reinstating a License

Educator: Leslie TestEducator.

To reinstate your license, you must complete nine semester hours of coursework in areas aligning with your endorsement areas or pay a \$500 penalty fee. Please choose one of the following options:

- .....
- ☐ I have completed nine semester hours of coursework in the past five fiscal years in areas aligning with my endorsements.
  - ☒ I will pay a \$500 penalty fee in lieu of completing nine semester hours of coursework.
- .....

Click the "Next" button once you have made a selection.

- ☒ Continue - Please continue the wizard
- ☐ Cancel - Please cancel the wizard

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# Reinstating a License

Please enter your payment information and click "Next".

Fee Type: REIN - Reinstatement (\$500.00) \*

Payment Type: Credit Card \*

Credit Card #: 4897521432597458 \* no spaces or dashes

Expiration Date: 10/2014 \* (Example: 08/2011)

Verification Code: 078 \*

Please provide the name on the credit card. You must also provide the billing address for the credit card being used, and this address must match the address on the credit card statement (the holder of the credit card's address, not the bank's address).

Name on Credit Card: Lisa TestEducator \*

Credit Card Street: 123 Main Street \*

Credit Card Zip: 61747 \*

Amount: 500.00 \*

Registration Fee: \$50.00 \*

Processing Fee: 2.00 \*

Total App Fee: \$552.00 \*

Once you have entered the required data, click the "Next" button.

☒ Save - Please save the fee information

☐ Cancel - Please cancel the wizard

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# Reinstating a License

Please select the region in which you would like to register your license and click the "Next" button.

Region:  

.....  
Once you have entered the required data, click the "Next" button.

- ☒ Save - Please save the Region
- ☐ Cancel - Please cancel the wizard



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# Reinstating a License

Please answer the following required questions of the Professional Development Disclosure Statement.

**Yes No Question**

1. ☐ ☐ I have met the professional development requirements for the current fiscal year. I have maintained the required evidence of completion and agree to submit upon request.
2. ☐ ☐ I confirm that I am the individual who holds the credential(s) being renewed and that I answered the above question honestly.

Once you have answered the professional development requirement questions, click on the "Next" button.

- ☒ Continue - Please continue the wizard
- ☐ Cancel - Please cancel the wizard



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# Reinstating a License

Please review the information below. Once you have reviewed the information click the Reinstatement link. By clicking the Reinstatement link you are electronically signing this Reinstatement application and authorizing the Illinois State Board of Education to charge your credit card for the listed Reinstatement amount.

|           |                                                                                                                                                                               |                                          |        |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|--------|
| — Profile | Name: Lisa TestEducator<br>Gender: F<br>Print Name: unknown                                                                                                                   | Maiden: Sellers<br>Birth Date: 4/28/1978 | (edit) |
| — Address | Address 1: RR1 Box 25<br>City State, Zip: Waggoner IL, 62572<br>Country: US                                                                                                   |                                          | (edit) |
| — Contact | Work Phone: (217) 555-5555<br>Email Address: test@test.com                                                                                                                    |                                          | (edit) |
| — Payment | Credit Card #: *****7458<br>Expiration Date: 10/2014<br>CC Verification: 078<br>CC Name: Lisa TestEducator<br>CC Street: 123 Main Street<br>CC Zip: 61747<br>Amount: \$552.00 |                                          | (edit) |
| — Region  | Region Code: 51<br>Region: 51 - SANGAMON ROE                                                                                                                                  |                                          | (edit) |

Once you have reviewed the information, click on the "Next" button to re-instate your credentials. After clicking "Next", it may take up to one minute to approve the transaction. Do not refresh the screen or click on any buttons or you may be double charged.

- ☒ Reinstatement - Please Re-instate my credentials  
☐ Cancel - Please cancel the wizard

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# Reinstating a License

Please review the following information.

Your online reinstatement application has been processed and is now pending review by a licensing specialist. Applications are processed in the order they are received. Processing time during busy periods may take up to eight weeks.

.....

- ☒ Continue - Please continue the wizard
- ☐ Cancel - Please cancel the wizard



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Finish



# Help / FAQ

- Help

- *Contact Support*
- *User Manual*
- *ISBE Home Page*
- *FAQ's*

# Help / FAQ



**Illinois State Board of Education**  
Gery J. Chico, Chairman  
Dr. Christopher Koch, State Superintendent

|                                                                                        |                                                                                          |                                                                                                 |                                                                                                    |                                                                                            |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
|  Home |  Search |  ROE Reports ▾ |  Query and Report |  Help ▾ |
|                                                                                        |                                                                                          |                                                                                                 |                                                                                                    | Contact Support                                                                            |
|                                                                                        |                                                                                          |                                                                                                 |                                                                                                    | ISBE Home                                                                                  |
|                                                                                        |                                                                                          |                                                                                                 |                                                                                                    | F.A.Q.                                                                                     |

# Questions/Comments

- The informational portion of the webinar is now complete
- We will now take questions/comments
- All questions will be included in a Q&A document to be posted after the webinar

# Questions/Comments

- Follow up Questions/Comments? You can contact ELIS Support at [licensure@isbe.net](mailto:licensure@isbe.net)
- This webinar will be available online at <http://www.isbe.net/certification/default.htm>
- You can visit ISBE online at [www.isbe.net](http://www.isbe.net)